Job Opening: Communications Specialist

Communications Team
Office of Development and Alumni Relations
University of Delaware

Location: Newark, Delaware
Job Terms: Part-time; 20 hours per week (October-December 2017)
Date: 10/2/2017

The Office of Development and Alumni Relations (DAR) seeks a talented communications professional with writing experience to communicate the mission of both the University and DAR. This position will be responsible for producing communication pieces for both internal and external audiences to support development and alumni relations strategies through a variety of vehicles including brochures, invitations, booklets, reports, emails and web pages. This position will work collaboratively with all areas of DAR and will report directly to the Associate Director of Stewardship and Engagement Communications.

This is a part-time position (20 hours a week) Monday through Friday. This position does not offer benefits. Compensation is commensurate with the level of experience.

Start Date: As soon as possible.

RESPONSIBILITIES:

- Serves as a writer on the team, providing copy for emails, posters, handouts, postcards, social media posts, advertisements, programs, website and more.
- Assembles and creates printed invitation and email copy for DAR’s many events throughout the year.
- Gathers all resources, assets, information and additional materials needed for writers to craft enewsletters, reports, UDailys from beginning to end (event details, speakers bios, headshots, photos, etc.)
- Assists the Associate Director and Project Coordinator with the writing and organization of projects for high volume clients including, but not limited to, Alumni Engagement initiatives.
- Acts as a DAR Communications and Marketing team liaison with internal clients and colleagues, soliciting, reviewing and assessing story submissions for multiple newsletters, reports and emails.
- Serves as a proofreading resource on the team, ensuring that all outgoing communications achieve the highest standards of language, grammar, design and more.
- Maintains confidentiality and discretion when dealing with President, high profile donors, volunteers and staff.

QUALIFICATIONS:

- High school diploma or GED, Bachelor’s degree preferred
- Two to four years of job-related experience in communications, marketing or related field.
• Requires creativity, strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community, including donors and senior-level administrators including the President of the University.

• Demonstrated excellent oral and written communication skills with the ability to effectively illustrate impact, express gratitude and encourage giving through the written word a must!

• Must demonstrate the highest level of attention to detail and the ability to handle multiple tasks simultaneously in order to complete rapid turn-around of communications pieces and successfully meet deadlines.

• Proficiency with Microsoft Word, Microsoft Excel, Microsoft Outlook and Microsoft PowerPoint, as well as effective Internet research skills.

• Excellent written, organizational, and oral communication skills required with the ability to manage and prioritize multiple concurrent projects on tight deadlines are necessary.

• Ability to handle sensitive material and information confidentially.

**APPLY:**

To apply, please submit a resume with contact information and writing samples (via PDF or online) to the DAR Communications team at dar-comm@udel.edu.

Employment offers will be contingent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices](http://www.udel.edu/aboutus/legalnotices)